

## AGENDA BILL

Beaverton City Council  
Beaverton, Oregon

**SUBJECT:** Retainer Agreements for Geographical Information System and Information System Programming/Development Services

**FOR AGENDA OF:** 11-29-11 **BILL NO:** 11204

**Mayor's Approval:** Denny Doss

**DEPARTMENT OF ORIGIN:** Finance DH

**DATE SUBMITTED:** 11-09-11

**CLEARANCES:** City Attorney W. K. Hill  
CAO KE  
ISD SP  
Purchasing V. K. Murad

**PROCEEDING:** CONSENT AGENDA  
(CONTRACT REVIEW BOARD)

**EXHIBITS:** 1. List of Proposals Received  
2. List of Recommended Consultants

### BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$0	BUDGETED \$0	REQUIRED \$0

### RECOMMENDED ACTION:

City Council, acting as the Contract Review Board, awards retainer agreement contracts for the initial two-year term, in a form approved by the City Attorney, to the consultants listed on Exhibit 2, and authorizes City staff to extend the retainer agreements for up to two additional renewal terms of one year each based on Council's approval of future budgets in FY 2012/13 through FY 2014/15.

### HISTORICAL PERSPECTIVE:

The Information Systems Division (ISD) and Geographic Information Systems Division (GIS) have used various companies over the last ten years to develop specialized applications such as:

- Police Evidence Inventory and Tracking
- Community Development Permits (planning and building)
- Building Permit Mobile Inspections
- Police Training Course Application, Certification and Tracking
- One-Map application (integration of City, Engineering, Planning and Public Works map applications into one map based application).

Establishing a formal retainer list will enable ISD and GIS to more efficiently distribute scopes of work to pre-qualified companies to bid on selected projects.

### INFORMATION FOR CONSIDERATION:

The Request for Qualifications (RFQ) was advertised on July 18, 2011, in the *Portland Daily Journal of Commerce*. Proposals were received by 2:00 p.m. on August 16, 2011. A total of 12 proposals were received in the two categories listed in Exhibit 1.

The City of Beaverton solicited individuals and firms to submit proposals of qualifications in response to the City's RFQ for Geographic Information System and Information System programming/development

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services (Solicitation No. 2601-12B). Qualified proposers were asked to provide services for the following categories

- a) GIS Services
  - 1. GIS Application development
  - 2. GIS Aerial Mapping Service
- b) ISD Services
  - 1. VB.net
  - 2. SharePoint development

The proposals were reviewed and rated by a selection committee comprised of City ISD/GIS staff. The proposals were evaluated on the following criteria: firm qualifications, key personnel qualifications and cost schedule. When sub-consultants were included in a proposal as a team, the entire team was rated as a whole. After review of the proposals submitted for the GIS Aerial Mapping subcategory, it was decided this particular category would be better served by a separate, more detailed RFP or use of existing State of Oregon contracts and price agreements.

As specified in the RFQ, the four highest ranked consultants (based on the average score of each proposal) in each category were selected for each main category. Exhibit 2 contains the recommended list in each category.

Staff recommends that Council award retainer agreement contracts to the top four ISD/GIS consultants listed in Exhibit 2. After Council approves the consultant list, staff will work to execute the retainer agreements. Subsequently, as ISD/GIS projects require consultants, staff will prepare scopes of work and negotiate work plans, schedules, and fees.

In selecting consultants from the list, staff will maintain a project list in each category in an effort to distribute City work among all consultants retained. Final selection will be made on the basis of the consultant's fee, key personnel and availability to meet the City's time line.

## **EXHIBIT 1**

### **CITY OF BEAVERTON PROPOSALS RECEIVED**

**Project: RFQ - GEOGRAPHIC INFORMATION SYSTEM AND  
INFORMATION SYSTEM PROGRAMMING/DEVELOPMENT  
PROFESSIONAL SERVICES #2601-12B**

**Closing Date: AUGUST 16, 2011 @ 2:00 PM**

#### **Proposals Submitted:**

- 1. HDR, Portland, OR**
- 2. i-Ten Associates Inc., Portland, OR**
- 3. Compass Computing Group, Inc., Portland, OR**
- 4. GeoEngineers, Portland, OR**
- 5. The Gartrell Group, Portland, OR**
- 6. Data Transfer, Portland, OR**
- 7. 22<sup>nd</sup> Century Technologies, Inc., Salem, OR**
- 8. 3Di West, Eugene, OR**
- 9. Tetra Tech EC, Inc., Bothell, WA**
- 10. Sanborn, Colorado Springs, CO**
- 11. Pictometry International Corporation, Rochester, New York**
- 12. GeoNorth, Anchorage, AK**

**City of Beaverton - Final Ranking for 2011/12 ISD/GIS Retainer Proposals**  
*Intent to Award to the top four Firms*

<b>GIS Services</b>		
<b>GIS Application Development</b>		
<b>Consultant</b>	<b>Rank</b>	<b>Avg. Score</b>
Sanborn	1	65.0
GeoNorth	2	65.0
Data Transfer Solutions	3	60.0
HDR	4	56.0
GeoEngineers	5	47.0
Tetra Tech	6	46.0
Compass Computing Group	7	45.0
i-Ten Associates	8	44.0
The Gartell Group	9	37.0

<b>ISD Programming/Development</b>		
<b>VB.net/SharePoint Development</b>		
<b>Consultant</b>	<b>Rank</b>	<b>Avg. Score</b>
Compass Computing Group	1	75.0
HDR	2	58.0
The Gartell Group	3	53.0
GeoNorth	4	52.0
22nd Century Technologies	5	49.0
Sanborn	6	46.0
GeoEngineers	7	46.0